



City of Columbus
Mayor Michael B. Coleman

Department of Development Building Services Division

757 Carolyn Avenue
Columbus, Ohio 43224

Construction Industry Communication #CIC-05

Subject: Timely Submission of Fire Alarm and Fire Suppression Documents

Date: January 23, 2006

From: Charles Boshane, Interim Chief Building Official

Discussion:

Attached for the Industry's information and use is our updated City of Columbus Policy Memorandum on "Timely Submission of Fire Alarm and Fire Suppression Documents."

**CITY OF COLUMBUS, OHIO
DEPARTMENT OF DEVELOPMENT
BUILDING SERVICES DIVISION**

POLICY MEMORANDUM

**#CBO-01-0001
February 21, 2001
(Revised January 20, 2006)**

**SUBJECT: TIMELY SUBMISSION OF FIRE ALARM AND
FIRE SUPPRESSION DOCUMENTS**

INTRODUCTION: For quite a few years, the Building Department for the City has issued building permits for projects requiring either fire alarm and/or fire suppression without the drawings and documents for these systems included with the initial submittal. The theory was that there was ample time to submit and get these permits before they were actually needed in the normal sequence of construction. **However, over the past six years, the industry has become so delinquent with timely submittals that a new policy must be established.** In fact, today's norm is to install the system without a permit, call for a witness test, get turned down for the lack of a permit and then call to request that the submittal be moved to the "top of the pile" for immediate review and approval. There are even some situations where the witness test and Temporary Certificates of Occupancies are being requested and no application/submittal has been made. It is obvious that this method of operation is totally unacceptable and a new procedure must be initiated. Thus please note the following:

**SUBJECT: NEW MANDATORY SUBMITTAL SCHEDULE FOR
FIRE ALARM & FIRE SUPPRESSION SYSTEMS**

a) All New & Major Addition & Renovation Projects (Including Phased Projects)

For this category of project, the complete submittal must be entered into the system and the actual fire alarm and/or fire suppression permit(s) issued by Building Services Division and approved drawings placed on the job site prior to the installation or alteration of the system(s) and no later than the time when the initial structural framing inspection is made and approved. **Note that no covering of walls will be permitted until this schedule is met.**

b) Tenant Finishing and/or Remodeling Work & All Projects
To Be Complete In Sixty Days or Less

For this category of project, **the initial submittal** for the basic building permit must contain all of the necessary documents for any and all fire alarm and/or fire suppression systems required by code. (Section 907 of OBC for FA and NFPA 13; Section 14.1 for sprinklers)

c) Blanket Permits (OBC Four Family or More)

For this category of project, **the initial submittal** for the basic building permit must contain all of the necessary documents for any and all fire alarm and/or fire suppression systems required by code **and the names of the contracting firm(s) that will perform the work**. Note that this type of application will require three complete sets of drawings plus one additional set of the fire alarm and/or fire suppression drawings. No additional (separate) applications for fire alarm and/or fire suppression drawings will need to be made under this form of application. **Special Note:** If the fire alarm and/or fire suppression contractor(s) are not listed on the blanket application, the standard separate applications must be made in the time line as noted in (a) above. (Also, note fire prevention bureau application, fee and drawing submission (1 set) (See Construction Industry Communication #6 [CIC-06])

CITY'S ACTION:

For the projects in category (a), if the permit(s) have not been obtained within the timeframe noted above, the job will essentially **be stopped** because although mechanical and plumbing rough inspections may be made, the first rough electrical inspection will be failed due to the lack of having the necessary fire alarm and/or fire suppression permits and approved drawings on site. **Thus no covering will be allowed because structural inspections will not be made.** If the project proceeds without inspections and approvals, a **"Stop Work Order" (per OBC 104.3)** will be posted on the entire project and **not lifted** until the necessary permit(s) are obtained.

For the projects in category (b), if the initial submittal **does not include the fire alarm and/or fire suppression documents**, the project will be deemed inadequate for review and it will not be taken into the system. Thus **no permits** for any phase of the project can be obtained.

For projects in category (c), if the blanket application is not complete as noted above, it will be treated as a project defined in category (a).

This procedure took effect May 1, 2001 (Revised January 20, 2006).

Footnotes:

- 1) It is not necessary to have a building permit prior to applying for either a fire alarm or a fire suppression permit.
- 2) Regardless of how these submittals are made and permitted by the Building Services Division, all fire protection contractors are still required to submit drawings and fees for the Columbus Fire Department, Fire Prevention Bureau for review and payment of applicable fees. (See Construction Industry Communication #6 [CIC-06])

Charles Boshane, AIA-NCARB
Interim Chief Building Official

This Memo supersedes any and all other previous policy memos pertaining to this subject